HIERARCHY UNIT SETUP FORM
(SEE INSTRUCTIONS ON THE NEXT PAGE)

__ ADD   __ CHANGE   __ DELETE

CLIENT NAME:	
UNIT NAME:	
UNIT NUMBER:	
ADDRESS:	

PLEASE INDICATE THE HIERARCHY STRING ABOVE THE UNIT YOU ARE ADDING (INCLUDING THE UNIT YOU ARE ADDING, CHANGING OR DELETING).

Company Level #1	Level #2	Level #3	Level #4	Level #5	Level #6
(NOT NEEDED FOR NEW CUSTOMERS)					

Name of Individual Completing Form: _____

Date: _____   Phone: _____

HIERARCHY UNIT SETUP FORM INSTRUCTIONS

Please Note: You will need to complete a separate Hierarchy Unit Set-up Form for each hierarchy unit you want to establish. The organization as a whole is one unit of hierarchy, and each department or division is also a separate unit.

Client Name- Required. (i.e. Name of company, University, etc.)
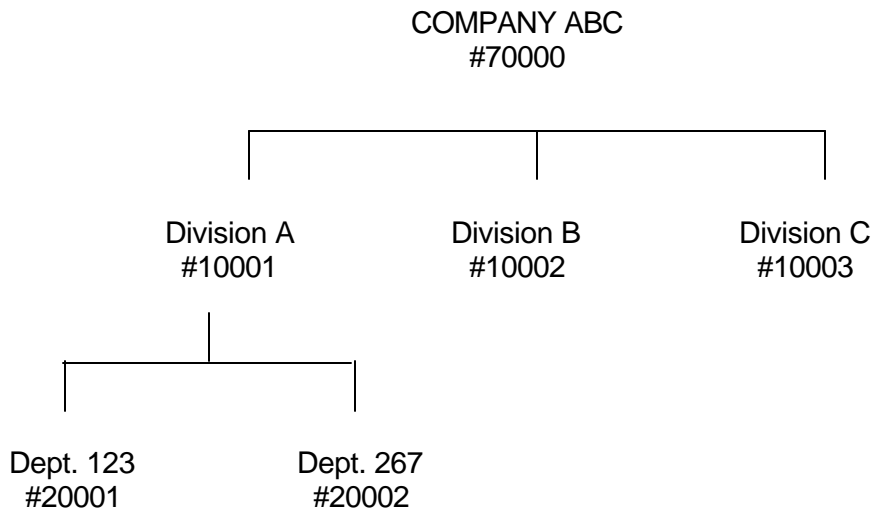
Unit Name- The customer assigns the name of the hierarchy unit that is being added, changed, or deleted. (i.e. Division A or Dept. 123)

Unit Number- For a new customer, or when adding a unit to an existing hierarchy, assign a five digit number to each unit except for the unit of company level #1 (Elan assigns this number). For changing or deleting a unit, just enter the number previously assigned by you**.**

Address- The address of the hierarchy unit. Address is required.

Hierarchy String- You must enter the number of each hierarchy unit above the unit that you are adding. If you do not remember the 5 digit number you assigned to each unit you can find these numbers on the "Control Unit Listing" report (TBR0220).

The following is an example of how to complete the form:

COMPANY ABC
#70000

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                        ┌───────────────┬───────────────┐

                  Division A      Division B      Division C
                   #10001          #10002          #10003

              ┌───────────┐
          Dept. 123    Dept. 267
           #20001       #20002
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In order to add "Dept. 123", complete the form as follows:

Company Level #1	Level #2	Level #3	Level #4	Level #5	Level #6
70145 (This number has been assigned by Elan)	10001	20001			

New customers leave company level #1 blank.

Name of Individual Completing Form: Required.

Date: Required.

Phone: Required.